

# Organizing and Using Your Day Planner

## **What to write in it:**

- Assignment names on day introduced including due date, and again on due date
- Break down stages of a large project so that you accomplish a little each day or you allot chunks of time to work on it
- Jot down ideas when they come into your head - you will always have the planner with you
- Keep track of the marks you got on assignments
- Important dates, appointments
- Things to remember to do on specific days ahead
- Reminders - e.g. buy birthday card 2 days before
- Work hours
- Social events

## **Setting Priorities:**

Identify and distinguish between important and urgent. Categorize the item for order of priority as follows -

- Important AND urgent, must be done right now, due tomorrow
- Important but not urgent - coming up soon, need to get working on it
- Not important but urgent - e.g. answering the phone,
- Not important and not urgent - socializing (try to minimize these activities)

## **Suggestions for Organizing and Using it:**

- Keep a pen with a clip on it in the spiral binding
- Colour code with hi-lighters or coloured pens;
- school stuff vs. personal stuff OR a colour for each class OR hi-light priorities for the day
- Keep a paper clip in place for the current day
- Use monthly layout to block out stages of an assignment. - set your own target dates for them
- Check and review what's on a particular day, the night before or morning of and end of the day
- Prioritize items on a particular date using symbols, letters or numbers or hi-lighting
- In brackets beside homework assignments put how long it might take you or how much time you will allot to complete it.
- Periodically look back through for unfinished or forgotten items and look forward to upcoming items
- Update or transfer unfinished tasks to next day or future day.
- Check off or scratch out completed tasks - it feels good to see your accomplishments
- Use short forms that you will remember
- Organizing your writing:
- Locate types of information in consistent parts of the block - work hours in bottom left, social events in bottom right.
- Capitalize DUE, or urgent information
- Put dates in brackets

How to motivate yourself -

- Offer yourself a reward for completing the work
- Cross off or check off what you've accomplished
- Consider the cost of incompletion, procrastinating, and not enough time to do the job to the best of your ability.

***A long term goal may be in jeopardy by failing to meet a simple short term goal or too many less important tasks.***

Accountability for the use of the planner:

- occasional spot checks
- Will be reviewed for your organizational skills in your report card
- May be used to communicate with your parents regarding your work habits and homework completion

***Failing to plan = Planning to fail***

***Plan the Work, Work the Plan***

Read and try following some of the advice, tips and reference information provided on various pages.

E.g. Study skills

**TODAY:** In goal setting section write down and complete this sentence.

“To improve my time management and organization I will use this planner to .... “